

**ADDENDUM NO. 57
TO THE AGREEMENT DATED AUGUST 3, 2018
BETWEEN GREATER ORLANDO AVIATION AUTHORITY
AND TERRACON CONSULTANTS, INC.**

Project: FY24 Technical Support (Including Software Services) and Enhancements of the Asset Compliance Management Program, Orlando International Airport

THIS ADDENDUM is effective this 1st day of October, 2023, by and between the **GREATER ORLANDO AVIATION AUTHORITY** (“Authority”), and **TERRACON CONSULTANTS, INC.** (“Consultant”).

WITNESSETH:

WHEREAS, by Agreement dated August 3, 2018, Authority and Consultant entered into an agreement for Consultant to provide continuing environmental engineering consulting services; and

WHEREAS, under the Agreement, Consultant agreed to perform such additional services for the Authority as are contained in any additional scope of work established by the Authority in any addendum to the Agreement and accepted in writing by the Consultant; and

WHEREAS, the Authority and the Consultant desire to enter into this Addendum to the Agreement to provide for additional services to be rendered by the Consultant under the terms of said Agreement.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained, the Authority and the Consultant do hereby agree as follows:

1. Consultant shall perform additional services in accordance with the terms of the Agreement and the attached Exhibit “A.” Consultant shall be paid for such additional services according to the payment terms set forth in the Agreement.

2. Consultant shall be compensated for such additional services in the **NOT TO EXCEED** amount of **THIRTY-EIGHT THOUSAND ONE HUNDRED TWENTY-EIGHT AND NO/100 DOLLARS (\$38,128.00)**, broken down as follows:

Professional Fees:	NTE:	\$9,128.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$29,000.00</u>
Total:		\$38,128.00

3. A. Consultant hereby certifies that it is not on the Scrutinized Companies that Boycott Israel List and is not engaged in a boycott of Israel, as defined in Florida Statutes § 287.135, as amended;

AND

B. (applicable to agreements that may be \$1,000,000 or more) - Consultant hereby certifies that it is: (1) not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List as defined in Florida Statutes § 287.135; and (2) not engaged in business operations in Cuba or Syria, as defined in Florida Statutes § 287.135, as amended.

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

In the event the Agreement is for One Million Dollars (\$1,000,000.00) or more, Authority may terminate this Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or is engaged in business operations in Cuba or Syria.

5. Except as expressly modified in this Addendum, the Agreement dated August 3, 2018 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 this day of October 4, 2023.

GREATER ORLANDO AVIATION AUTHORITY

By: Kevin J. Thibault
boxSIGN 1V3Q39J4-4697XRXB
Kevin J. Thibault, P.E.
Chief Executive Officer

**Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Oct 2, 2023**

Karen Ryan
By: boxSIGN 1J8RLK51-4697XRXB
**NELSON MULLINS BROAD AND
CASSEL, Legal Counsel
Greater Orlando Aviation Authority**

TERRACON CONSULTANTS, INC.

By: Mark Mulligan
boxSIGN 42K2ZVXW-4697XRXB
Signature (Duly Authorized Rep.)
Mark Mulligan
Printed Name
Principal
Title



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Procurement Committee

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

DATE: August 29, 2023

ITEM DESCRIPTION

Request for Recommendation to Aviation Authority Board of Approval of an Addendum to the Continuing Environmental Engineering Consulting Services Agreement with Terracon Consultants, Inc. to provide FY24 Technical Support (including Software Services) and Enhancements of the Asset Compliance Management Program at Orlando International Airport.

BACKGROUND

In 2018, the firms providing Continuing Environmental Engineering Consulting Services were selected through a competitive award process. These services are procured on an as-needed or annual basis.

On May 16, 2018, the Aviation Authority Board approved a Continuing Environmental Engineering Consulting Services Agreement with the following firms:

- AECOM Technical Services, Inc.
- MSE Group, LLC (*MWBE*)
- Professional Services Industries, Inc.
- Terracon Consultants, Inc.

These no-cost base agreements established the negotiated hourly rates. The services may include, but not limited to, environmental consulting services; conducting all phases of environmental contamination assessments for petroleum and hazardous materials; preparing reports and providing pertinent training as required by federal, State of Florida, and local agencies; storage tank management; coordination with regulatory agencies and remedial contractors; emergency response to fuel, petroleum and hazardous materials incidents, including immediate response to limit releases to the environment, performance of initial remedial actions and other related services including coordination with the Aviation Authority, its Consultants, the City and all agencies having jurisdiction over the Orlando International Airport, Orlando Executive Airport, and Other Facilities operated by the Aviation Authority.

The Services may also include, but are not limited to, studies and preparation of reports involving scope definition and validation of projects, analysis of environmental design parameters, budget development, evaluation and documentation of existing conditions; environmental design, bid/procurement and award, permitting, environmental construction administration, technical support and review of documents prepared by others, environmental management support on various Aviation Authority projects and all other environmental engineering and related professional services which may be required where the Aviation Authority elects not to solicit letters of interest by means of public advertisement.

ISSUES

Consultant's proposal, dated August 11, 2023, is to provide FY24 Technical Support (including Software Services) and Enhancements of the Asset Compliance Management Program at Orlando International Airport.

If approved, these services would be effective October 1, 2023.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$38,128.00. Funding is from Operations & Maintenance, subject to adoption by Aviation Authority Board of FY2024 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 Continuing Environmental Engineering Consulting Services with Terracon Consultants, Inc. for the services contained herein and the amount as shown below:

Not-to-Exceed Fees	\$9,128.00
Lump Sum Fees	\$0.00
Not-to-Exceed Expenses	\$29,000.00
TOTAL	\$38,128.00
AAC – Compliance Review Date	<i>SJ</i> 08/22/23
AAC – Funding Eligibility Review Date	08/23/23

ATTACHMENTS

Attachment A: Finance Form
Attachment B: OSBD Memo



1675 Lee Road
Winter Park, FL 32789
P (407) 740-6110
F (407) 740-6112
Terracon.com

August 11, 2023

Greater Orlando Aviation Authority
5855 Cargo Road
Orlando, Florida 32827

Attention: Mr. Dan Carrington
Telephone: 407-825-3463
E-mail: DCarrington@goaa.org

Re: Proposal for 2023/2024 Asset Compliance Management Program

Greater Orlando Aviation Authority
Orlando, Orange County, Florida
Terracon Proposal No. PH1237870

Dear Mr. Carrington:

Terracon Consulting, Inc. (Terracon) appreciates the opportunity to submit this proposal to provide technical support and enhancement services for the Asset Compliance Management Program (Program) for Greater Orlando Aviation Authority (GOAA) facilities. These services will build on, and improve previous functionality delivered to GOAA to provide a sustainable and scalable plan for managing the compliance assets and the associated inspection and regulatory reporting activities in Fiscal Year (FY) 24. The following sections provide an outline of the project, Terracon's scope of services and compensation.

A. PROJECT INFORMATION AND SCOPE

An environmental compliance asset management program was developed for GOAA to establish and maintain compliance and reporting activities of the inventory of petroleum storage tanks and wastewater pretreatment devices managed by GOAA. Additional storage tanks and pretreatment devices have been added to the inventory as Terminal C and other GOAA properties have been developed.

The proposed scope of work provided herein will expand on the program to implement functional enhancements and reporting for tasks associated with regulatory compliance inspection and reporting activities. The enhancements include collaboration with the GOAA environmental team to identify areas for optimizing other data collection and reporting activities for environmental compliance related activities.

B. TASKS

The Program will be developed and supported by Terracon's subcontractor, EPIC Engineering & Consulting Group, LLC (EPIC), a GOAA-certified Minority Business Enterprise (MBE). The following tasks are provided under this scope of services:

Task 1: Capture and Documentation of Enhancements to be Implemented:

GOAA and stakeholders have identified the following enhancements to be developed and implemented.

- Stormwater assets inspection
- Facilities Inspection Form
- Facility Inspections Forms

Proposal for 2023/2024 Asset Compliance Management Program

Greater Orlando Aviation Authority ■ Orlando, FL
August 11, 2023 ■ Terracon Proposal No. PH1237870



- Facility Inspections Tracking Report
- Fats, Oils and Grease (FOG) Tracking Reports
- Tracking of other assets such as grease traps, oil water separators, etc.

In this task, the functional requirements of these enhancements will be documented and serve as a guide to be implemented in the Asset Compliance Management system solution.

Task 2: Implementation of the Enhancements:

Based on the functional requirements documented in Task 1 above, EPIC will implement the enhancements approved by GOAA.

Task 3: Delivery of GOAA Asset Compliance Management System Enhancements and User Training:

In this task, EPIC will deliver the system enhancements implemented in Task 2 above, based on the Simplify i3® SaaS Platform. EPIC will also provide two training sessions to current and newly assigned staff on the enhancements (1-hour duration each), to the designated users of the system solution.

Task 4: Tank Asset Management Software Annual License:

In this task, EPIC will provide an annual license for the Asset Management software for the designated GOAA users. A total of five (5) named users are included in the annual renewable license.

C. COMPENSATION

Terracon is prepared to implement the above generally outlined scope of services immediately upon your notice to proceed. Our estimated cost to complete the project is a Not To Exceed amount of **\$38,128.00**, consisting of \$29,000.00 in Reimbursable Expenses and \$9,128.00 in Professional Service Fees, including an 76.1% MBE participation as noted in **Attachment A**. The MBEE participation schedule and copy of the subcontractor estimates are provided in **Attachments B and C**, respectively. The Truth in Negotiation Certification is provided in **Attachment D**.

D. AUTHORIZATION

If this proposal meets with your approval, work may be initiated by sending an Addendum to the Continuing Environmental Engineering Services Contract dated August 3, 2018.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or comments regarding this proposal or require additional services, please contact our office at 407-740-6110.

Sincerely,

Terracon Consultants, Inc.

Lydia Wing
Senior Geologist

Mark Mulligan, PG
Office Manager III

Attachment A – Estimated Costs
Attachment B – DBE Participation Schedule
Attachment C – Subcontractor Fee Schedule
Attachment D – Truth in Negotiation Certification

ATTACHMENT A
ESTIMATED COSTS

ATTACHMENT A - ESTIMATED COSTS
2023/2024 Asset Compliance Management Program
Greater Orlando Aviation Authority
Orlando, Orange County, Florida
Proposal No. PH1237870
August 11, 2023

	QTY.	RATE	UNIT	AMOUNT
REIMBURSABLE EXPENSES				
I. Assest Compliance Management System (EPIC)				
a. Technical Support and software services (Task 1 through 3)	1	\$ 19,000.00	ea	\$ 19,000.00
b. Software Annual License (Task 4)	1	\$ 10,000.00	ea	\$ 10,000.00
			Subtotal	<u>\$ 29,000.00</u>
Total Reimbursable Expenses				<u>\$ 29,000.00</u>
PROFESSIONAL SERVICE FEES				
I. PROFESSIONAL SERVICES - Project Management (Terracon)				
a. Senior Project Manager	24	\$ 169.00	hr	\$ 4,056.00
b. Senior Engineer	32	\$ 143.00	hr	\$ 4,576.00
c. Admin/Clerical	8	\$ 62.00	hr	\$ 496.00
			Subtotal Professional Services	<u>\$ 9,128.00</u>
Total Professional Services				<u>\$ 9,128.00</u>
Total Reimbursable Expenses				\$ 29,000.00
Total Professional Service Fees				\$ 9,128.00
TOTAL ESTIMATED PROJECT COSTS				<u>\$ 38,128.00</u>

ATTACHMENT B
DBE PARTICIPATION SCHEDULE

ATTACHMENT B - MBE PARTICIPATION SCHEDULE

**2023/2024 Asset Compliance Management Program
Greater Orlando Aviation Authority
Proposal No. PH1237870
August 11, 2023**

Name of Subconsultant	Address	Proposed Scope of Services	FEE	Proposed Participation
EPIC Engineering & Consulting Group, LLC	1511 East State Road 434, Suite 3033, Winter Springs, FL 32708		\$ 29,000.00	76.1%
Total Proposed Participation			\$ 29,000.00	76.1%

ATTACHMENT C
SUBCONTRACTOR FEE SCHEDULE

**Statement of Work for
FY24 Technical Support and Enhancements
for the
GOAA Storage Tanks Asset Management**

Submitted by



1049 Willa Springs Road, Suite 1001, Winter Springs, FL 32708
407.381.3742 • www.epicgroupllc.com

August 10, 2023

Lydia Wing
Senior Geologist/Project Manager - Environmental Services
Terracon
1675 Lee Road
Winter Park, FL 32789

Re: **FY24 Technical Support and Enhancements for GOAA Storage Tanks Asset Management**

Dear Ms. Wing,

EPIC Engineering & Consulting Group, LLC (EPIC) is pleased to submit our proposal for providing technical support and enhancement services for GOAA Storage Tanks Asset Management. These services will build up on the previous functionality delivered to GOAA and Terracon teams and provide a sustainable and scalable plan for managing the tank assets and the associated compliance inspection and reporting activities in FY 24. The EPIC team will work with GOAA and Terracon subject matter specialists to identify other assets that could be tracked within the Simplify i3® platform.

Project Scope

EPIC and Terracon developed a web-based Storage Tank Assessment solution, Simplify i3® that included the highest priorities identified by GOAA leadership for a sustainable, scalable and secure methodology for managing the storage tank assets across the GOAA property. As a part of this scope, EPIC will work with the Terracon project manager and GOAA stakeholders to continue the maintenance and update of the Tank Assets and associated maintenance and reporting activities, design and implement the functional enhancements and reporting needs identified by the GOAA team to enhance the tracking, management and reporting for storage tank assets and associated compliance inspection activities such as grease traps and oil water separators. EPIC team will also collaborate with the GOAA environmental team and Terracon engineers and scientists to identify areas for optimizing other data collection and reporting activities for environmental compliance related activities. EPIC will provide the following services under the project scope:

Task 1: Capture and Documentation of Enhancements to be Implemented

EPIC team will work with Terracon PM and GOAA stakeholders to document the functional requirements of the enhancements identified for the Simplify i3 tank asset data management solution. The following are some of the items that have been identified in our preliminary discussions with GOAA and Terracon stakeholders.

- Stormwater Assets Inspection
- Facilities Inspection Form
- Facility Inspections Tracking Report
- Fats Oil and Grease Tracking Reports
- Tracking of other assets such as grease traps, oil water separators, etc.

The functional requirements and priorities for the enhancements that can be implemented in this current task authorization will be collaboratively developed with GOAA and Terracon stakeholders. The functional requirements documented in this task will serve as the guide to implement the enhancements to the GOAA Tank Management solution.

Task 2: Implementation of the Enhancements

Based on the functional requirements documented in Task 1 above, EPIC will implement the enhancements approved by GOAA under the current scope of work and budget allocation.

Task 3: Delivery of GOAA Tank Asset Management System Enhancements and User Training

In this task, EPIC will deliver the GOAA Tank Asset Management System Enhancements implemented in Task 2 above, based on the Simplify i3 SaaS Platform. EPIC will also provide two training sessions on the enhancements (1-hour duration each), to the designated users of the Tank Asset Management solution.

Task 4: Tank Asset Management Software Annual License

In this task, EPIC will provide an annual license for the Tank Asset Management software for the designated GOAA users for FY24. A total of five named users are included in the annual renewable license.

Fee Estimate

EPIC will provide the services described in this proposal on a Fixed Fee basis as follows:

- The services described in Task 1 through Task 3 will be delivered for a fee not to exceed \$19,000.00
- Task 4 - The Task Asset Management Software will be provided for an annual subscription fee of \$10,000.00

Project Schedule

EPIC will provide the services described in this proposal in within a period of 6 months from project kickoff meeting date, subject to the availability of Terracon and GOAA stakeholders to participate in project meetings and delivery of current tank asset datasets. The Hosting Services will be provided through September 30, 2024.

EPIC greatly values our partnership with Terracon and GOAA. We are excited to be part of this important project for the that will bring value and efficiencies in Tank Asset Management and Inspections data management at GOAA. Please feel free to contact me with any questions. We greatly appreciate this opportunity to provide our product and services to Terracon and GOAA.

ATTACHMENT D
TRUTH IN NEGOTIATION CERTIFICATION

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 Terracon Consultants, Inc.

By: 

Print Name: Mark Mulligan

Date: August 8, 2023

**ATTACHMENT A
FINANCE FORM**

Date:	<u>8/15/2023</u>	Requestor's Extension:	<u>3463</u>
Requestor's Name:	<u>Dan Carrington</u>	Preparer's Extension:	<u>3463</u>
Preparer's Name:	<u>Dan Carrington</u>	Solicitation #:	<u></u>
Requestor's Department:	<u>Planning</u>	Contract # / Name:	<u>Continuing Environmental Engineering Services</u>
Description:	<u>FY24 Technical Support (including Software Services) and Enhancements of the Asset Compliance Management Program</u>	Procurement Committee Date:	<u>08/29/23</u>
Vendor:	<u>Terracon Consultants, Inc</u>	Agenda Item #:	<u></u>

NON-PROJECT FUNDS: O&M

Account Code Format:	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.712.170.5310010.000.000000		\$38,128.00				
Total Requisition:		\$38,128.00				
Requisition Number:		94861				
Funding Approver: <i>Andrea Harper</i>						
OMB Notes: Subject to Board Budget Approval and Availability of Funds						

Operating Unit GOAA
 Number 94861 Type Internal Requisition Preparer Harper, Andrea
 Description FY24 PC 8/29/23 T Status Incomplete Total USD 38,128.00

Lines | Source Details | Details | Currency

Num	Item	Rev	Category	Description	UOM	Quantity
1	ice C		Encumbrance.Ho	tech support asset com	US D	38128

Destination Type Expense Source Supplier
 Requester Wages, Alice M Supplier



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
5850-B Cargo Road
Orlando, Florida 32827-4399

MEMORANDUM

To: Members of the Procurement Committee

From: Edelis Molina, Sr. Small Business Administrator

Date: August 29, 2023

Re: Request for Recommendation to Aviation Authority Board of Approval of an Addendum to the Continuing Environmental Engineering Consulting Services Agreement with Terracon Consultants, Inc. to provide FY24 Technical Support (including Software Services) and Enhancements of the Asset Compliance Management Program at Orlando International Airport.

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that Terracon Consultants, Inc. proposes 76.1% MWBE participation on this Addendum.

Our analysis indicates that Terracon Consultants, Inc. is eligible for award of the subject Addendum.

MWBE UTILIZATION FORM FOR NON-FEDERALLY FUNDED PROJECTS
PLEASE COMPLETE THIS FORM

This form should be used to report Construction and Engineering /Professional Services activities.

Name of Airport: Orlando International Airport

Telephone No: (407) 825-7130

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: **Request for Recommendation to Aviation Authority Board of Approval of an Addendum to the Continuing Environmental Engineering Consulting Services Agreement with Terracon Consultants, Inc. to provide FY24 Technical Support (including Software Services) and Enhancements of the Asset Compliance Management Program at Orlando International Airport.**

1. Construction Information:

Addendum Amount: _____

2. MWBE Goal by Group Representation:

Asian Pacific American	_____	Actual Result	_____
Asian Subcontinent American	_____	Actual Result	_____
Black American	_____	Actual Result	_____
Caucasian Female American	_____	Actual Result	_____
Hispanic American	_____	Actual Result	_____
Native American	_____	Actual Result	_____
Other	_____	Actual Result	_____
Total MWBE Participation	-	Actual Result	_____

3.a. Prime Contractor Information:

Name: _____
 Address: _____
 City, State, Zip: _____
 Telephone: _____

3.b. Name and Address of MWBE Subcontractor

Name: _____
 Address: _____
 City, State, Zip: _____
 Telephone: _____

3.c. *Identity:

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

4. Engineering/Professional Services Information:

Addendum Amount: \$38,128.00

5. MWBE Goal by Group Representation:

Asian Pacific American	<u>29,000.00</u>	Actual Result	<u>76.1%</u>
Asian Subcontinent American	<u>-</u>	Actual Result	<u>0.0%</u>
Black American	<u>-</u>	Actual Result	<u>0.0%</u>
Caucasian Female American	<u>-</u>	Actual Result	<u>0.0%</u>
Hispanic American	<u>-</u>	Actual Result	<u>0.0%</u>
Native American	<u>-</u>	Actual Result	<u>0.0%</u>
Other	_____	Actual Result	_____
Total MWBE Participation	<u>29,000.00</u>	Actual Result	<u>76.1%</u>

6.b. Engineering / Professional Service Firm Information:

Name: Terracon Consultants, Inc.
 Address: 1675 Lee Road
 City, State, Zip: Winter Park, FL 32789
 Telephone: (407) 740-6110

6.b. Name and Address of MWBE Subconsultant

Name: EPIC Engineering & Consulting Group, LLC
 Address: 1511 East State Road 434, Suite 3033
 City, State, Zip: Winte Springs, FL 32708
 Telephone: 407-381-3742

6.c. *Identity:

Work Item(s): Technical Support and Management System
 Amount of Subcontract \$29,000.00
 Percent of Prime Contract (%): 76.1%

* In Items 3.c. and 6.c. above specify the identity of MWBE Subcontractors and E/PS Firms (e.g. Black American, Hispanic American, Asian Subcontinent American, Asian Pacific American, Caucasian Female American, Native American & Other)



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Aviation Authority

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

DATE: September 27, 2023

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve Multiple Addenda to the Continuing Environmental Engineering Consulting Services Agreement with Terracon Consultants, Inc. for Fiscal Year (FY) 2024 Environmental Engineering Consulting Services at the Orlando International Airport (MCO)

BACKGROUND

On May 16, 2018, the Aviation Authority Board approved Continuing Environmental Consulting Services Agreements with the following firms, following a competitive award process in compliance with state statutes and Aviation Authority policies:

- AECOM Technical Services, Inc.
- MSE Group, LLC (*MWBE*)
- Professional Service Industries, Inc.
- Terracon Consultants, Inc.

The agreements are 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 terms of the agreements shall be for a period of three years with optional renewal periods of two additional one-year terms, to be exercised at the discretion of the Aviation Authority and accepted by both parties. On May 19, 2023, the Aviation Authority Board approved an addendum to each agreement exercising an additional renewal option through December 31, 2023.

Services may include, but not limited to, environmental consulting services; conducting all phases of environmental contamination assessments for petroleum and hazardous materials; preparing reports and providing pertinent training as required by federal, State of Florida, and local agencies; storage tank management; coordination with regulatory agencies and remedial contractors; emergency response to fuel, petroleum and hazardous materials incidents, including immediate response to limit releases to the environment, performance of initial remedial actions and other related services including coordination with the Aviation Authority, its Consultants, the City and all agencies having jurisdiction over the Orlando International Airport, Orlando Executive Airport, and Other Facilities operated by the Aviation Authority.

Services may also include, but are not limited to, studies and preparation of reports involving scope definition and validation of projects, analysis of environmental design parameters, budget development, evaluation and documentation of existing conditions; environmental design, bid/procurement and award, permitting, environmental construction administration, technical support and review of documents prepared by others, environmental management support on various Aviation Authority projects and all other environmental engineering and related professional services

Since April 2023, a total of 6 addenda, and applicable amendments, to the Continuing Environmental Engineering Consulting Services Agreement with Terracon Consultants, Inc. have been approved. A summary of these approvals 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 has recommended approval of addenda to the above-referenced agreement, as follows:

- An Addendum for FY 2024 Air Permit Compliance Services at MCO, for the total not-to-exceed fee amount of \$37,594, with funding from Operations and Maintenance Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item). To ensure compliance with Florida Department of Environmental Protection requirements, air Terracon Consultants, Inc. will conduct FY 2024 air permit compliance services. These services will consist of monthly record keeping and preparation of an air pollution operating permit analysis to confirm air permit exemption criteria are satisfied. These services will be provided from October 1, 2023, through September 30, 2024. The Aviation Authority has reviewed the proposal from Terracon Consultants, Inc., and determined that Terracon Consultants, Inc. proposes 82% Minority and Women Business Enterprise (MWBE) participation on this addendum, and certifies that Terracon Consultants, Inc. is in good standing as it relates to its small business participation. *[Reference PC Meeting held August 29, 2023, Agenda Item No. IV-I].*
- An Addendum for FY 2024 Asbestos Operations and Maintenance (O&M) Program Update at MCO, for the total amount of \$12,975.75, which includes the not-to-exceed fee amount of \$12,582 and the not-to-exceed expense amount of \$393.75, with funding from Operations and Maintenance Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item). Services will consist of conducting asbestos O&M program updates for the west portion of the Landside Terminal and Airsides 1 and 3, and will include, but are not limited to, performing periodic surveillance, supplemental sampling, project monitoring services, O&M manual update, and awareness training, as requested by the Aviation Authority. These services will be provided from October 1, 2023, through September 30, 2024. The Aviation Authority has reviewed the proposal from Terracon Consultants, Inc., and determined that Terracon Consultants, Inc. proposes 76.9% MWBE participation on this addendum, and certifies that Terracon Consultants, Inc. is in good standing as it relates to its small business participation. *[Reference PC Meeting held August 29, 2023, Agenda Item No. IV-J].*
- An Addendum for FY 2024 Technical Support, including Software Services, and Enhancements of the Asset Compliance Management Program at MCO, for the total amount of \$38,128, which includes the not-to-exceed fee amount of \$9,128 and the not-to-exceed expense amount of \$29,000, with funding from Operations and Maintenance Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item). Services will include, but are not limited to, build on and improve previous functionality delivered to the Aviation Authority to provide a sustainable and scalable plan for managing the compliance assets and the associated inspection and regulatory reporting activities. These services will be provided from October 1, 2023, through September 30, 2024. The Aviation Authority has reviewed the proposal from Terracon Consultants, Inc., and determined that Terracon Consultants, Inc. proposes 76.1% MWBE participation on this addendum, and certifies that Terracon Consultants, Inc. is in good standing as it relates to its small business participation. *[Reference PC Meeting held August 29, 2023, Agenda Item No. IV-K].*
- An Addendum for FY 2024 City of Orlando Industrial User Discharge Permit (IUDP) Compliance Services at MCO, for the total amount of \$67,348, which includes the not-to-exceed fee amount of \$49,068 and the not-to-exceed expense amount of \$18,280, with funding from Operations and Maintenance Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item). Services will include, but are not limited to, compliance sampling, analyses and reporting activities as required by the City of Orlando IUDP. The wastewater monitoring activities will be conducted at various lift stations at MCO. These services will be provided from October 1, 2023, through September 30, 2024. The Aviation Authority has

reviewed the proposal from Terracon Consultants, Inc., and determined that Terracon Consultants, Inc. proposes 2% MWBE participation on this addendum, and certifies that Terracon Consultants, Inc. is in good standing as it relates to its small business participation. *[Reference PC Meeting held August 29, 2023, Agenda Item No. IV-L].*

- An Addendum for FY 2024 Oil/Water Separator (OWS) Maintenance and Compliance Pump-Outs at MCO, for the total amount of \$78,654, which includes the not-to-exceed fee amount of \$29,584 and the not-to-exceed expense amount of \$49,070, with funding from Operations and Maintenance Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item). Services will consist of conducting the OWS maintenance services and require quarterly maintenance of OWS pre-treatment devices needed to uphold compliance with the City of Orlando's Fats, Oils and Grease (FOG) Management Program for wastewater discharge. Quarterly maintenance and compliance reporting activities will occur at various MCO locations such as the Motor Pool Facility wash rack area, East Air Rescue Firefighting Facility (ARFF), West ARFF, the former AMI Leasing facility at Express Street, and the Terminal C area. These services will be provided from October 1, 2023, through September 30, 2024. The Aviation Authority has reviewed the proposal from Terracon Consultants, Inc., and determined that Terracon Consultants, Inc. proposes 1.8% MWBE participation on this addendum, and certifies that Terracon Consultants, Inc. is in good standing as it relates to its small business participation. *[Reference PC Meeting held August 29, 2023, Agenda Item No. IV-M].*
- An Addendum for FY 2024 On-Call Emergency Spill Response for Petroleum, Chemical or Sewer Discharges and Abandoned Drums at MCO, for the total amount of \$25,000, which includes the not-to-exceed fee amount of \$17,500 and the not-to-exceed expense amount of \$7,500, with funding from Operations and Maintenance Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item). Services will consist of emergency spill response services on an as-needed basis. Scope of services will include, but is not limited to, quick and efficient management of emergency response (i.e., abandoned drums, petroleum, hazardous chemical or sewer) to land or water spills, with fully qualified emergency response crews available on a 24-hour, standby basis with the appropriate containment and cleanup equipment, which includes, but is not limited to, the necessary spill response vacuum trucks, backhoes, and sorbent materials. These services will be provided from October 1, 2023, through September 30, 2024. The Aviation Authority has reviewed the proposal from Terracon Consultants, Inc., and determined that Terracon Consultants, Inc. proposes 15% MWBE participation on this addendum, and certifies that Terracon Consultants, Inc. is in good standing as it relates to its small business participation. *[Reference PC Meeting held August 29, 2023, Agenda Item No. IV-N].*
- An Addendum for FY 2024 On-Call Petroleum Storage Tanks Systems Maintenance and Repair Services at MCO, for the total amount of \$60,000, which includes the not-to-exceed fee amount of \$15,000 and the not-to-exceed expense amount of \$45,000, with funding from Operations and Maintenance Funds (subject to adoption by the Aviation Authority Board of the FY 2024 Aviation Authority Budget, under separate item). Services will include, but are not limited to, compliance testing, maintenance, calibration and repair of the Aviation Authority aboveground and underground petroleum storage tank systems, ancillaries, electronic monitors and probes on an as-needed basis. Annual and triennial testing is required at Aviation Authority facilities to remain in compliance with state requirements and in preparation for inspections conducted annually by Orange County Environmental Protection Division Compliance Section. Additionally, services will enable Terracon Consultants, Inc. to quickly and efficiently respond to any maintenance or repair needs to keep petroleum product storage tank systems operational without interruption to MCO support systems. These services will be provided from October 1, 2023, through September 30, 2024. The Aviation Authority has reviewed the proposal from Terracon Consultants, Inc., and determined that Terracon Consultants, Inc. does not propose any small business participation because of the specialized scope of the required services. The Small Business Department certifies that Terracon Consultants, Inc. is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held August 29, 2023, Agenda Item No. IV-O].*

As these addenda will result in an aggregate increase to the Aviation Authority's Agreement with Terracon Consultants, Inc. exceeding \$250,000, Aviation Authority Board approval is required, as outlined in the memorandum.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$319,699.75. Funding is from Operations and Maintenance Funds (subject to adoption of the FY 2023 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 and approve Addenda to the Continuing Environmental Engineering Consulting Services Agreement with Terracon Consultants, Inc. for the following services, and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel:

- (1) FY 2024 Air Permit Compliance Services at MCO, for the total not-to-exceed fee amount of \$37,594, with funding from Operations and Maintenance Funds;
- (2) FY 2024 Asbestos Operations and Maintenance (O&M) Program Update at MCO, for the total amount of \$12,975.75, which includes the not-to-exceed fee amount of \$12,582 and the not-to-exceed expense amount of \$393.75, with funding from Operations and Maintenance Funds;
- (3) FY 2024 Technical Support, including Software Services, and Enhancements of the Asset Compliance Management Program at MCO, for the total amount of \$38,128, which includes the not-to-exceed fee amount of \$9,128 and the not-to-exceed expense amount of \$29,000, with funding from Operations and Maintenance Funds;
- (4) FY 2024 City of Orlando Industrial User Discharge Permit (IUDP) Compliance Services at MCO, for the total amount of \$67,348, which includes the not-to-exceed fee amount of \$49,068 and the not-to-exceed expense amount of \$18,280, with funding from Operations and Maintenance Funds;
- (5) FY 2024 Oil/Water Separator Maintenance and Compliance Pump-Outs at MCO, for the total amount of \$78,654, which includes the not-to-exceed fee amount of \$29,584 and the not-to-exceed expense amount of \$49,070, with funding from Operations and Maintenance Funds;
- (6) FY 2024 On-Call Emergency Spill Response for Petroleum, Chemical or Sewer Discharges and Abandoned Drums at MCO, for the total amount of \$25,000, which includes the not-to-exceed fee amount of \$17,500 and the not-to-exceed expense amount of \$7,500, with funding from Operations and Maintenance Funds;
- (7) FY 2024 On-Call Petroleum Storage Tanks Systems Maintenance and Repair Services at MCO, for the total amount of \$60,000, which includes the not-to-exceed fee amount of \$15,000 and the not-to-exceed expense amount of \$45,000, with funding from Operations and Maintenance Funds.